



MEM-1-SP

FBIS-6466-88
28 October 1988

MEMORANDUM FOR: [redacted]
C/Information Handling Panel/OIT/HRP

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FROM: [redacted]
FBIS Information Management Officer

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SUBJECT: Request for OIT Sponsorship for IMO to Join the
Association of Records Managers and Administrators, Inc.
(ARMA)

1. The Association of Records Managers and Administrators (ARMA), Inc., is a professional organization in the field of records and information management. It is a world-wide organization which provides a wide range of benefits and services to help its members grow in their chosen profession. Members are offered technical publications, a certification program, and a variety of continuing education opportunities including local meetings and seminars on records management topics, plus a comprehensive Annual Conference.

2. One of ARMA's strengths is its ability to bring together people from every level of the profession, and from every type of organization. ARMA presently has over 9,000 members. The management of records and information has grown in complexity and importance and the need for increased expertise, knowledge, and responsibility has risen as well. Membership in ARMA is one way to help meet this demand.

3. It is hereby requested that payment of ARMA Membership of \$90.00 annually be paid by OIT as part of my over-all career development. Attached is a completed Membership Application and addition information on ARMA, including the recent conference. If you have any questions regarding this request, I can be contacted on [redacted]

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Atts:
As stated

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